

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **INFORMAL APPEALS AGENT**

Role Title: Hearing and Legal Services Officer III

Position #00251

Pay Band 6, Level I Hiring Range: \$53,510 - \$71,000

Closing Date: **Open until filled**

Appeals Division. This position is responsible for assigned informal appeals filed by Medicaid service providers under the Commonwealth's Administrative Process Act. The incumbent schedules and conducts conferences with both parties and prepares written draft decisions that are correct and clear in the application of state and federal laws, regulations, and policies within statutory, regulatory, and department time frames. The incumbent also handles occasional formal administrative hearings as the Department's legal representative, under authority granted by the Office of the Attorney General. The successful candidate must have comprehensive knowledge of the law and legal system, preferably administrative law and appeals procedures. Courtroom and/or administrative hearing experience preferred. Must have considerable experience controlling small groups in a hearing, mediation, or similar setting. Requires experience interpreting, applying, and analyzing complex laws, regulations, policies, or case law. Must have demonstrated ability to meet strict time frames and prioritize workload. Requires proficiency using PC applications. Virginia law license in good standing is required. Prefer advanced degree in law, health care, finance, business, accounting, or related field. Prefer professional experience in issues of Medicaid service provider financing or related accounting experience.

### **ONLINE STATE APPLICATION REQUIRED**

**Resumes will not substitute for state applications.** DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

EEO/AA/ADA